



John D. Catlett  
Director

**DEPARTMENT OF CODE ADMINISTRATION**

301 King Street  
Room-4200  
Alexandria, Virginia 22314

Phone (703) 746-4200  
Fax (703) 549-4589  
alexandriava.gov

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**DATE:** MARCH 1, 2013

**TO:** ALL CODE ADMINISTRATION STAFF AND CUSTOMERS

**FROM:** JOHN CATLETT, DIRECTOR

**SUBJECT: NOTIFICATION PROCEDURES FOR DEEP FOUNDATION PROJECTS**

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This policy provides required direction to assist those performing deep foundation excavations (exceeding 4 feet in depth) and/or piling driving work in order to help ensure the protection of surrounding structures during the installation of deep foundations and/or piles. This policy is intended to help protect: the permit applicant from unsubstantiated damage claims; and the surrounding property owners who could be affected by these activities.

The permit applicant shall provide the required documentation that notifications have been provided to adjacent property-owners or owners agents within a one block circumference of the construction site. Documented evidence that this has been performed must be provided before a construction permit is issued. The notification letter shall include:

- An offer of a pre-construction photographic survey of the interior and exterior conditions of the properties. The cost for this survey shall be the responsibility of the project owner, developer or contractor;
- A summary of how damage complaints and/or claims will be handled by project personnel, insurer, developer or contractor;
- The name and a phone number of a project designate handling complaints from property owners during the construction process, including reporting contact information for after hours emergencies;
- Allow a minimum 10 calendar day time-frame for owners/tenants to respond to the survey offer prior to initiating work.

In addition, the notification submission shall include the method of property-owner contact which includes the use of certified or registered mail and whether the notice was either returned undelivered, accepted or refused.